# QUEENS COLLEGE

CHARLOTTE

# Student Handbook
# 1991-92

# QUEENS COLLEGE

C H A R L O T T E

# Student Handbook
# 1991-92

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# GENERAL INTRODUCTION

Queens College, private and Presbyterian, is a diversified, coeducational, liberal arts college. The college is a community of learners which engages students in the concepts of a liberal education and its methods of inquiry; fosters an appreciation for intellectual discipline; prepares students as responsible and productive citizens; and challenges them to a life of intellectual curiosity and moral vision.

To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity and critical thinking. Within the context of the Judeo-Christian heritage, Queens seeks coherence among liberal learning, cultural awareness, international understanding, career preparation and ethical sensitivity.

Queens College is committed to the development of a diversified learning environment in which students, regardless of race, age, national and ethnic origin, sex, or handicap, are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Queens College does not discriminate in the administration of its educational policies, scholarships, aid programs, or other college programs.

# THE HONOR CODE AND JUDICIAL SYSTEM

Queens College is firmly committed to the principles of honor and prides itself on the spirit of trust that exists among its members. At the very heart of Queens College is the Honor Code. The Honor Code is based on the belief that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens College is the keystone of the College's tenet that its students should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times, and to promote a community based on responsible citizenship, mutual trust, and respect. This Code is binding on all members of the college community and applies to all phases of life at the College.

As a commitment to this system of honor, students are asked to sign the Honor Code as a part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the Academic Pledge and the Community Pledge. In addition, it embodies the individual's commitment to maintaining a community of honor, including taking action against those who violate the Code.

## A. HONOR CODE

**As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.**

**ACADEMIC PLEDGE: I pledge truthfulness and absolute honesty in the performance of all academic work.**

**COMMUNITY PLEDGE: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.**

**Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.**

1. **The Academic Pledge**

**I pledge truthfulness and absolute honesty in the performance of all academic work.**

The academic pledge embodies the responsibilities of each student relating to the academic sphere of campus life. The Honor Council is responsible for hearing all violations of the academic pledge. Violations of the Honor Code's academic pledge include, but are not limited to lying, cheating, or stealing and all other forms of academic dishonesty. Examples of academic dishonesty are plagiarism (the use of another's words or ideas without giving credit to the source), computer misuse (accessing, transferring, or altering information without authorization), and the unauthorized removal of materials from the library.

2. **The Community Pledge**

**I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.**

The community pledge incorporates the responsibilities of every student to the welfare of community members, to their property, and to college policies. The Campus Judicial Board is responsible for hearing all violations of the community pledge. Violations of the Honor Code's community pledge include, but are not restricted to any form of hazing, harassment, verbal abuse, physical or sexual assault, racial comments or incidents; misuse of student identification or access cards; repeated violations of residence hall regulations; damage to property; and the violation of other college policies.

3. **Responsibility To The Honor Code**

**As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.**

**Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.**

Membership in the student body at Queens College signifies a student's commitment to the system of governance at the college and to the Honor Code. The college assumes that the student who chooses to come to Queens College does so with the purpose of adhering to the spirit and the

letter of its principles and policies. It is expected that students will become familiar with the Honor Code and that all violations of the Honor Code will be reported to the appropriate judicial board. Ignorance of college policies and regulations will not be accepted as a defense.

## B. THE JUDICIAL SYSTEM

The Judicial System is designed to promote the Honor Code and to investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of two student judicial boards — the Honor Council and the Campus Judicial Board. Students are elected to membership on each judicial board and are responsible for interpreting and implementing the rules of the college.

Because the college is ultimately responsible for the welfare of the community and matters of student discipline, the Board of Trustees has directed administrators and faculty to share the responsibility for the functioning of the Judicial System. Administrators and faculty members serve as advisors to the student judicial boards and serve as members of the Appeals and Administrative Boards.

Students who violate college regulations shall be subject to disciplinary actions as set forth in the Student Handbook. When college regulations and/or public laws are violated, students may incur penalties prescribed by both public and institutional authorities. The college is not bound to wait for civil or criminal proceedings to be completed before taking action.

The college reserves the right to bring charges or take action for any illegal act committed by a student on or off campus, or any off-campus conduct detrimental to the interests of the college.

### 1. Structure

#### HONOR COUNCIL

a. Hears cases involving violations of the Academic Pledge

b. Membership

- President
- Vice President
- Secretary
- Senior Class (1)
- Junior Class (2)
- Sophomore Class (2)
- Faculty Representative (chosen by the faculty)
- Faculty Advisor (chosen by the Council)
- Student Development Officer (ex-officio)

#### CAMPUS JUDICIAL BOARD

a. Hears cases involving violations of the Community Pledge

b. Membership
   - President
   - Vice President
   - Secretary
   - Long Residence Hall Representative
   - Harris Residence Hall Representatives (2)
   - Belk Residence Hall Representative
   - Wallace Residence Hall Representative
   - Albright Residence Hall Representatives (2)
   - Faculty Advisor (chosen by the Board)
   - Student Development Officer (ex-officio)

Note: The Student Development staff acts on behalf of the judicial boards in sanctioning offenders who plead guilty to certain college and residence hall regulations, specifically those violations that typically take place within the residence hall (e.g., visitation hours, quiet hours, fire drills, pets, damage to community property, and others as determined by the judicial boards).

## APPEALS BOARD

a. Hears cases involving any referral or appeal from the Honor Council or Campus Judicial Board
   - Honor Council or the Campus Judicial Board recommendations for suspension or expulsion from the College
   - Student challenges of a decision of the Honor Council or the Campus Judicial Board

b. Membership
   - SGA President
   - Honor Council President
   - Campus Judicial Board President
   - Student Life Committee Representative
   - Vice President for Academic Affairs
   - Chairperson of the Faculty Administration Council
   - Dean of Student Development

## ADMINISTRATIVE HEARINGS

a. Hears cases involving emergency or special circumstances
   - Privileged information
   - Imminent danger to health or property
   - Situations in which a student board is compromised
   - Requests from a student board or member of the executive staff

b. Membership is comprised of administrators, faculty members, and/or students as warranted by the nature of the case.

Note: The College reserves the right to remove a student from campus prior to any judicial hearing.

## 2. Sanctions Available to Judicial Boards

a. **Censure.** An official reprimand that makes misconduct a matter of record in college files. Any further misconduct could result in further disciplinary action.

b. **Fines.** Punitive fines not to exceed fifty dollars may be imposed at the discretion of the judicial boards.

c. **Restitution.** Reimbursement for damage, defacement, or misappropriation of property belonging to the college, to any member of the college community, or to any guest on campus.

d. **Community Service.** A student may be assigned to work a designated number of hours with a particular campus office.

e. **Professional Counseling.** Counseling sessions, the number of which will be determined by the judicial board, can be required.

f. **Community Probation:**

(1) Community probation is a period of review and observation during which a student is considered "not in good standing" and may face restrictions on his or her behavior. If a student commits additional violations while on probation, the student will likely be sanctioned more severely, including residence hall or college suspension.

(2) The number of weeks of community probation will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

g. **Community Restrictions:**

(1) Curfew and loss of visitation privileges may be specified by the judicial board.

(2) Community restrictions may prohibit students from officially representing the college, from participating in extra-curricular activities, or from attending college social events.

(3) The number of weeks of community restrictions will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

h. **Suspension from a residence hall.** A student will be barred from campus residence halls.

i. **Recommendation to a faculty member for action.** For a student found guilty of an academic violation, the council may recommend that the faculty member record a failing grade for a paper, test, or course.

j. **Suspension from the college for a definite period.** Termination of student status for a specified period of time. The student will be informed at the time of this decision when he or she will be eligible to return to the college. Cases involving the recommendation of suspension from the college will be reviewed automatically by the Appeals Board.

k. **Suspension from the college for an indefinite period.** Termination of student status for an unspecified period of time. The student may apply for formal readmission to the college no earlier than one calendar year from the time of suspension. Cases involving the recommendation for suspension from the college will be reviewed automatically by the Appeals Board.

l. **Expulsion.** Permanent termination of student status. Cases involving the recommendation for expulsion will be reviewed automatically by the Appeals Board.

Note:

(1) The judicial boards reserve the right to combine sanctions as they deem appropriate.

(2) A student becomes ineligible to represent the college if he or she is placed on community probation for six weeks or longer, is suspended from a class, or is suspended from the college. Ineligibility to represent the college may include restrictions involving participation in any collegiate athletics, public participation in college activities, or public performances in the name of the college.

(3) A student who is dismissed or suspended for disciplinary reasons during the course of any term will forfeit grades for that term. The student will be withdrawn from the college as of the date of suspension or dismissal. The student's transcript will permanently read "W" for all affected classes and will indicate that the student was dismissed from the institution.

There will be no refund of tuition or fees, regardless of the period in the term in which the suspension or dismissal occurs.

During the expulsion or suspension time, the student may not return to campus without prior permission from the Student Development Office.

(4) When students are suspended or expelled, or place their continuance at Queens at risk, their parents will receive notification.

(5) Student organizations are responsible for the actions of their members. Accordingly, the aforementioned sanctions can be applied to student organizations that have violated the Honor Code. In addition, a student group may be denied the privileges of campus facilities, funding, sponsorship of programs, and recruitment of members.

## C. THE JUDICIAL PROCESS

### 1. Reporting a Violation

a. If a student is guilty of violating the Honor Code, the student should report himself or herself to the vice president of the judicial board that handles the particular violation.

b. Turning a person in to the vice president is not an accusation of guilt. It is simply a statement that a college policy may have been violated and a request that the appropriate judicial board investigate the matter.

c. Under the honor system a student who observes another student in violation of a college policy has an obligation to report the violation. Failure to report such an incident is in itself a violation of the Honor Code. The student who observes a violation must report it to the vice president of the judicial board that handles the particular violation.

The vice president will conduct a preliminary investigation through interviews and written statements to ascertain if a violation has occurred. If there is sufficient evidence that a violation has occurred, the vice president will establish a time for a judicial hearing. If the investigation does not yield sufficient evidence that a violation took place, no further action will be taken.

d. A person who reports a violation must appear as a witness before the appropriate judicial board.

e. Because of the importance of protecting individuals' rights, confidentiality in these matters is critical.

2. **The Defendant's Rights**

a. **The Plea.** A person may plead innocent; i.e., he or she did not commit the violation. A person may enter a "no plea," which means that the person committed the violation, but that there were extenuating circumstances surrounding the event. A person may plead guilty; i.e., he or she did commit the violation. If a person pleads innocent or does not plead, the board decides between innocence or guilt. However, if a person who pleads innocent is found guilty, the person may also be found guilty of perjury by claiming under oath that he or she was innocent. No student who pleads guilty can be found innocent before a board. All hearings are taped. If a student is found guilty, the tape is kept on file for a period of five years or until the person graduates.

b. **Rights to Information.** The defendant has a right to review the written statements taken by the vice president during his or her investigation process. The defendant shall receive all statements at least 24 hours before the hearing. Each judicial board reserves the right to accept relevant information after the 24 hour deadline. The defendant would receive a copy of that information at the hearing.

c. **The Hearing.** Each student who comes before a judicial board has a right to request a public hearing. Unless otherwise specified, all hearings are private. At a private hearing, only the defendant, his/her advisor, witnesses, and the board are allowed to be present. If the person requests a public hearing, anyone is allowed to be present for the entire hearing. The president, however, reserves the right to dismiss any disruptive persons from the hearing room. A defendant who desires a public hearing must submit a request in writing to the vice president at least 24 hours prior to the time of the hearing.

If a student does not appear at his/her hearing without prior permission from the Office of Student Development, the board has the right to fine the student and to hear the case without his/her being present. There is no appeal if the defendant is not present at the hearing.

All students involved in a particular case will be referred to the same disciplinary board for a hearing; e.g., if one student involved is on community probation, necessitating referral to the Campus Judicial Board, the entire case will be referred.

d. **Witnesses and Advisor.** Each student is allowed to request relevant witnesses to appear at the hearing. At least 24 hours prior to the hearing, the vice president must be informed in writing of any witnesses to be called. Each judicial board reserves the right to call additional witnesses after the 24 hour deadline.

Defendants may, and indeed should, discuss their situation with an advisor. Each student is allowed to ask a faculty member or student to be an advisor and to sit with him or her through the hearing. Dormitory and Day Student Senators are knowledgeable of the judicial process and are available to be advisors to defendants. Witnesses may also seek advice prior to the hearing.

Hearings before the boards are kept strictly confidential for the student's protection. Defendants and witnesses must severely limit any discussion of a case. Gossiping or any other random discussion about the case can in itself be an Honor Code violation.

e. **Appeals.** Appeals from a judicial board are heard by the Appeals Board which is chaired by the Dean of Student Development. Decisions made by the Appeals Board are final.

Appeals must be made in writing to the Dean of Student Development within 48 hours (excluding Saturdays and Sundays) of the time the initial case was heard.

Students may not appeal verdicts or sanctions simply because they do not like the first ruling. Appeals must be based on one or more of the following conditions:

- The original hearing was not conducted according to established procedure.
- New evidence or facts exist which were not brought out in the original hearing.
- Sanction(s) imposed were excessive or inappropriate for the offense committed.
- There was evidence of discrimination based on age, sex, race, national origin, religion, sexual preference, or the exercise of First Amendment rights.

# COMMUNITY LIVING

Queens College is dedicated to the development of mature, responsible students and is committed to maintaining an academic environment that fosters intellectual, personal, and social development. Accordingly, it provides a number of opportunities for students to assume responsibility for their decisions. Students are involved in the development of community living policies through their participation in student government, the judicial process, and the residence halls. Queens expects its students to abide by all federal, state, and local laws.

Attendance at Queens College is a privilege, not a right. This privilege includes the opportunity for students to exercise certain freedoms, but with freedom and community living come responsibility. The community has established certain policies and regulations to help students exercise their individual freedoms while learning to act responsibly and coexist with others. Students are responsible for knowing these policies and for acting accordingly. Although warnings are not customary, they may be issued to new students during the first three weeks of school in order to assist these students in making the transition to their new community.

## A. GENERAL COLLEGE POLICIES

### 1. Alcohol Policy

Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility, and to permit maximum personal free-

dom in matters affecting student life. Students are expected to obey the federal, state, and local laws regarding the possession, sale, and consumption of alcoholic beverages both on and off campus; students, therefore, accept personal responsibility for their own actions and decisions.

The following regulations are designed to support these objectives:

a. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:

> "It shall be unlawful for any person to: (1) sell or give malt beverages (including beer) or unfortified wine to anyone less than 21 years old or; (2) sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old. It shall be unlawful for: (1) a person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine...or fortified wine, spirituous liquor or mixed beverages."
>
> Persons who aid and abet an underage person to violate this law will be guilty of a misdemeanor.
>
> North Carolina prohibits open containers of alcohol in the public domain.

b. In accordance with North Carolina law, Queens considers all areas of campus to be public domain except students' rooms. Possession and consumption of alcoholic beverages by students of legal age is permitted in individual residence hall rooms. Kegs are not permitted in the residence halls. The college occasionally designates other areas as private domain.

c. Counseling and support services are available both on and off campus for students who wish to discuss confidential matters concerning alcohol and its use. (See the Resource Directory listed in the appendix.)

d. First time offenders of the alcohol policy will be required to meet with a campus counselor to discuss their alcohol use. Individuals who violate the alcohol policy a second time must take an informal alcohol assessment administered by a campus counselor. In addition, their parents will be notified, and these students may be required to

participate in alcohol education and/or counseling sessions. Students who break the alcohol policy a third time will be required to undergo a professional, comprehensive alcohol assessment (which will cost between $50-100) and to abide by any resulting recommendations. In addition to therapeutic sanctions, students who violate the alcohol policy may also receive punitive sanctions up to and including suspension. Student violations of North Carolina alcohol laws could also result in criminal proceedings.

e. The use of alcohol can pose many health risks. In addition to loss of concentration, coordination, and judgment, alcohol use can cause permanent damage to the liver, heart, and brain. Too much alcohol can result in death.

f. Individual student(s) or organization(s) who sponsor an event with alcohol must obtain permission from the Office of Student Development (203 Jernigan) by completing an Activity Authorization Form at least 72 hours prior to the event. An Activity Authorization Form is designed to serve as a planning checklist, to inform students of the college policies and procedures that govern an event, and to educate students about responsible alcohol use through a list of procedures to monitor the consumption of alcohol (e.g., the use of alternate beverages and food with alcohol, establishing a mechanism to check ID's). For more information, see Activity Authorization Forms.

Approval will not generally be issued to student organizations unless the majority of the members are of legal age to consume alcoholic beverages. Advertising that alcoholic beverages will be served, free or otherwise, at functions sponsored by college organizations on or off campus is prohibited.

The individual who submits the form is considered the host for the event. He or she assumes overall responsibility for the event and for ensuring that students and guests abide by North Carolina alcohol laws, college regulations covering alcoholic beverages, and all other college policies and regulations. Applicants are required to specify the number of guests, the kind of beverages served, a monitoring system to ensure compliance with North Carolina law and other pertinent information. When the request is approved, the student will sign an agreement to observe the following regulations:

**Notice to residents.** The student responsible for the gathering must give 48 hours notice in writing to persons residing near the area to be

used. This notice must include date, time and anticipated duration of the scheduled gathering.

**Notice at entrance.** At the time of the party, a notice must be posted at the entrance to the party informing others that a private party is in progress and listing the names of the individuals sponsoring the party.

**Confinement.** The party, its noise and the consumption of alcoholic beverages must be confined to the specific area for which permission was granted.

**Number.** The number of people in attendance must not exceed that specified on the form.

**Hours.** The hours of the party must fall within those times specified on the form.

**Beverages.** Non-alcoholic beverages must be served.

**Food.** The host must provide sufficient food to serve the number of guests present.

**Cleaning.** The party area must be cleaned and returned to a neat and orderly condition no later than 12 hours after the end of the party.

**Damages.** The host will be held responsible for any damages to the room or its furnishings.

North Carolina may soon pass a law stating that accident victims can sue individuals who serve alcohol to minors. Similarly, the college holds any individual or group responsible for the actions of minors to whom they serve alcohol either on or off campus.

Please note that beer and wine are the only alcoholic beverages that the Office of Student Development will authorize for special occasions on campus. The only exception is in residence hall rooms as indicated in b.

g. Student organization budgeted funds may not be used to purchase alcoholic beverages.

2. **Drug Policy**

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs (for example, amphetamines, barbiturates, opiates, hallucinogenic drugs, cocaine, and marijuana) is not in keeping with a student's personal health, welfare or pursuit of academic achievement. The use of drugs can pose many health risks. Using drugs may lead to emotional problems, brain damage, cancer, heart disease, lung damage, gland damage, birth defects, and even death.

Students who violate the drug policy will face disciplinary sanctions including possible suspension from the college.

Queens College students are expected to abide by the laws of the State of North Carolina and the federal government regarding the possession and use of drugs both on and off campus. The violation of these laws may result in criminal proceedings. Those found guilty could receive a fine or jail sentence.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use. (See the Resource Directory listed in the appendix.)

3. **Firearms and Explosives Policy**

North Carolina law prohibits the possession or carrying of weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, powerful explosives, bowie knives, dirks, daggers, slingshots, martial arts weapons, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds. The only exceptions to this policy are campus police officerswho may carry firearms.

Possession of any such weapons or fireworks, etc., shall be considered a major violation of Queens policy and will be referred to Campus Judicial Board for action.

4. **Freedom of Inquiry and Expression**

Students and organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Students shall be free to support, by orderly means, causes which do not disrupt the regular and essential operations of the college.

It is understood that in their public expressions or demonstrations, students or student organizations speak only for themselves. Recognized student organizations shall be allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If non-members of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Vice President for Academic Affairs for academic clubs and the Dean of Students for other clubs. Speakers shall be free to express any view; however, committees and organizations inviting speakers to appear on campus shall exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the institution. Student organizations shall be responsible for the orderly scheduling of facilities, and for conducting the occasion in a manner appropriate to the academic community. If contracts with the college are required for speakers or guests, they shall be reviewed by the Dean of Students.

5. **Sexual Harassment Policy**

Queens College seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the purposes of the College and is, thus, unacceptable.

Determining what constitutes sexual harassment will depend on the particular circumstances, but certain basic definitions apply. Sexual harassment comprises any unwelcome sexual advances or requests for sexual favors and verbal or physical conduct of a sexual nature when such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive learning or working environment.

The college has established complaint procedures for sexual harassment involving staff or faculty and for sexual harassment of students by other students. Student versus student harassment would be handled by a judicial or administrative board. A student with a grievance regarding a member of the professional staff, administration, or faculty should seek the help of the Dean of Students.

6. **Student Conduct Policy**

Queens students are responsible for their personal conduct at all times, both on and off campus, and shall be subject to discipline, including possible suspension, for behavior which violates college policies and

discredits the student and/or the college. This includes behavior that is dishonest, uncooperative, or perceived as interfering with the duties of a campus representative or visitor. Queens students are responsible for the personal conduct of their guests.

## B. SPECIFIC COLLEGE PROCEDURES

### 1. Activity Authorization Forms

A student or group who wants to hold an activity on campus must complete an Activity Authorization Form and return it to the Office of Student Development at least 72 hours prior to the event. Authorization forms are designed to prevent the double scheduling of facilities and any misunderstandings concerning which college policies govern social events, which events are approved, who should be contacted in emergencies, who is responsible for cleanup, and what facility and maintenance needs are involved. Activity Authorization Forms can be obtained from the Office of Student Development, 203 Jernigan.

### 2. Automobiles on Campus

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Department, located on the first floor of Stultz Building. The annual registration fee is $15. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not registered until the sticker or permit is displayed on the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine.

A vehicle that receives ten (10) parking violations may be towed at the owner's expense.

A parking appeals board is available to anyone who wishes to appeal a parking ticket.

Students are responsible for their visitors and will be held financially responsible for citations issued to vehicles traced to direct family members or guests.

3. **College Buildings**

**Facilities:** Health and sanitation codes require that students and guests wear shoes and shirts in all public buildings excluding residence halls.

Roller skates, skateboards, and bicycles are prohibited from all sidewalks, buildings, patios, and tennis courts.

The roofs of all buildings are off limits.

Littering of the college facilities or grounds is prohibited.

No games or athletic activities are permitted in any residence hall or building, except the Athletic Center.

Entry into or use of any college building, office, or other facility after regular closing hours without permission of college authorities is prohibited.

**Sorority and Fraternity Lodges:** Four sororities and one fraternity exist on the campus at the pleasure of the college and have the privilege of using campus lodges. All college policies, including visitation hours, are in effect in the lodges. In addition, it is a violation of college policy to spend the night in one of the lodges without prior permission from the Dean of Students. Greek organizations are responsible for their members' compliance with college policies. Any violation of college, state or federal law must be reported immediately to the Office of Student Development.

4. **Posters on Campus**

Posters should include the name of the organization(s) or individual(s) sponsoring the event or product being advertised. Persons who put up posters are responsible for their removal. Notices should be taken down the day after the event that they are advertising occurs. Posters and signs should not be taped on painted surfaces or glass doors.

Off-campus individuals or groups are required to have their posters stamped in the Student Development Office, 203 Jernigan.

5. **Sales and Solicitation**

To protect students and staff from fraudulent sales and annoyance, door-to-door soliciting is not permitted by on-campus or off-campus groups or individuals, including religious organizations.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence halls, the Student Center, or the dining hall after obtaining permission from the Office of Student Development.

An off-campus person or agency who wishes to sell on campus must receive permission from the Office of Student Development. Once permission is granted, products may be sold only in approved locations.

6. **Smoking**

To ensure that individuals do not infringe upon the rights of others and in adherence with fire regulations, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

All public areas of the residence halls have been designated smoke free. Smoking is permitted only in individual student rooms.

## C. RESIDENCE LIFE

Living at Queens offers students the opportunity for growth through involvement in the resident community. The residence halls are more than just a place to live — they are an important aspect of student life.

Each residence hall is designed to be a community in itself — a home away from home in which students should find a place to relax, a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who live there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Director of Residence Life, 204 Jernigan.

The Student Development Office staff, Resident Coordinators and student Resident Assistants are excellent resources regarding campus life. The Resident Coordinators and Resident Assistants live in the residence halls. They are there to meet the needs of students and to help make the experience in the residence halls a positive one.

Residence hall regulations are designed to facilitate community living and to ensure the smooth operation of the residence halls. All Queens students (including day students) and their guests on campus are expected to abide by these policies and guidelines. Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

1. **The Professional Staff**

   The Director of Residence Life, located on the second floor of Jernigan, is responsible for coordinating the residence life program.

   a. **Resident Coordinators**

      Resident Coordinators (R.C.'s) are professional Student Development staff members who live in the residence halls. They are responsible for the general management of the building and serve as a resource for residents.

      R.C.'s are trained to handle emergency situations, to mediate roommate problems and to help with personal difficulties. They help establish a feeling of community in the halls through programming and planned activities.

b. **Resident Assistants**

Student Resident Assistants (R.A.'s) are members of the Student Development staff. Each R.A. is responsible for the management of a floor in one of Queens' residence halls.

See your R.A. when you:

- are locked out of your room
- need an item in your room repaired
- have a personal problem you'd like to discuss in confidence with a peer
- have a great idea for a hall activity
- want the names of campus resources
- are having roommate problems
- have questions in general

2. **Residence Hall Policies and Procedures**

a. **Air Conditioners**

Air conditioning units may be installed only where availability of electrical power conforming to building codes and type of window construction indicate that installation is feasible. There are a number of rooms on campus which have already been wired for air conditioner use. In addition, there are a few college owned air conditioning units in Albright that are available for student use. Room windows must remain closed whenever the air conditioning is on.

Students may provide their own air conditioners at their own expense when they are assigned to a room which has adequate wiring. Units rated above 5000 BTU's are not approved for residence hall rooms. Each unit must be installed by the Maintenance Department of the college at an approximate cost to the student of $30-35. In addition, students will be charged a fee of approximately $75 per year to cover the additional energy costs incurred by the college. Units must be removed at the end of each academic year unless advance approval is obtained from the Director of Residence Life. If units are removed by the Maintenance Department, students will be charged $30-35 at the end of the year. Students are responsible for returning the room to its original condition.

Permission and additional guidelines must be obtained from the Office of Residence Life before students can have air conditioners in their rooms.

b. **Access to Residence Halls**

The residence halls are locked 24 hours a day for students' protection. Entry is gained through the use of a personal access card that is assigned to each student. Propping open or misuse of any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to the Public Safety Department, located in Stultz Building. There is a $10 fee for replacing a lost card.

Access system cards (and student identification cards) are non-transferable. Misuse of the access cards or any form of student identification will be considered a violation of the Honor Code.

c. **Bicycles**

Bicycle racks are located in front of Albright and Harris Residence Halls and beside Wallace Residence Hall. Bicycles may not be stored anywhere in the residence halls except in the basement storage rooms, and they may be removed by the college from restricted areas without notification to the student. Bicycles must be registered, and engraving services are available through the Public Safety Department at no charge. For more information, see College Buildings.

d. **Check-In, Check-Out**

A resident student must check in with the Resident Assistant when he or she moves into a residence hall room. The check-in procedure involves completion of a Room Condition Report. A student who moves out of the residence hall room for any reason at any time of year must check out officially with the Resident Assistant and sign the Room Condition Report acknowledging any damages. Any items left in the residence hall room after check-out will become the property of the college. Anyone failing to check-out will be charged $25.

e. **Closing**

Students, with the exception of graduating seniors, must vacate rooms within 24 hours after their final scheduled year-end examination unless they have submitted a written request to the Director of Residence Life and the request is approved. Graduating seniors should vacate their rooms by 5 p.m. on the day of graduation.

f. **Community Responsibility (Financial)**

Residents are jointly responsible for protection of public areas and equipment. Damage to public areas, even if that damage is not proven to be caused by the residents, will be prorated among all occupants unless individual responsibility can be determined.

Furniture in the common areas of the residence halls is provided for the use of all students and may not be taken to individual rooms.

g. **Electrical Appliances**

For fire safety reasons, cooking is only permitted with a microwave oven. Only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, microwave ovens, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions, and electric curlers. The following appliances may NOT be used in student rooms due to electrical circuit capacity, energy control, or potential fire hazard: electrical ovens (any type), hot plates, toasters, toaster ovens, sunlamps, irons, and ceiling fans. Open flames of any kind are prohibited.

For fire safety reasons, regular extension cords may NOT be used in the residence halls. Only safety strip, surge protector outlet extensions may be used.

h. **Escort Policy**

Any visitors (including students) to residence halls occupied by members of the opposite sex must be the guest of specific individuals, and are not free to visit the halls without invitation. Visitors to the residence halls must be escorted to and from the lobby by the hosting student. Lobby areas are open to Queens students 24 hours a day.

i. **Fire Drills and Equipment**

**Drills:** Fire escape routes are posted in each residence hall room and in all public areas of the residence halls. Every student should know all fire escape routes and procedures in the residence hall. No one is excused from a fire drill if he or she is present in the residence hall at the time of the drill. Anyone found in the building during the drill may be fined $25.

**Equipment:** Fire safety equipment (alarm bells, pull boxes, fire extinguishers, and smoke detectors) is to be used only to warn people that a fire actually exists or to attempt to put out a fire. Tampering with or unnecessary use of any fire safety equipment is against the law. The penalty for violation of the fire safety code is suspension.

**Prosecution of Violators:** Anyone who accidentally (including through negligence) starts a fire or sets off an alarm or an extinguisher will be required to appear before the Campus Judicial Board. Under the college honor code, any individual who witnesses others tampering with or using fire safety equipment for any other purpose than those designated above is responsible for turning the violators' names in to the Director of Public Safety.

j. **Fire Hazards**

Materials which are inherently fire hazards, such as candles, incense, cloth wall or ceiling hangings, are prohibited in any residence hall area. Any item in violation of fire and safety regulations will be subject to removal by the residence hall staff.

k. **Guest Housing**

Students may have overnight guests of the same sex in the residence hall; however, arrangements must be made with the Resident Coordinator at least 24 hours in advance, and guests must sign in upon their arrival. Students may have overnight guests without charge for two nights during each visit. There is a $5 charge for each night after the second night. Guests may stay on campus for no more than three nights in succession unless the student has obtained advance approval from the Director of Residence Life. This includes both residence hall rooms and guest housing accommodations.

Guests are allowed the same hours of visitation as students. Visitors must sign in and out according to the visitation policy.

Students are responsible for the actions of their guests. Violations of campus policies by a guest will result in disciplinary action against the hosting student and/or a request by the Student Development or Public Safety staff that the guest leave the campus.

Limited housing for guests of Queens students is available through the Student Development Office, 203 Jernigan. Rooms are made available on a first-come, first-served basis.

l. **Laundry Facilities**

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. Any student who damages a washer or dryer as a result of overloading will be responsible for the repairs.

Ironing boards are available in the laundry rooms. No irons may be used in a student's room; ironing is restricted to the laundry rooms.

m. **Lofts and Wooden Structures**

Permission and guidelines to build lofts or other structures in a residence hall room must be obtained from the Director of Residence Life prior to construction.

Students must use pretreated materials and submit a construction plan for approval. All lofts must be constructed by September 16 and inspected no later than September 20. If students do not comply, they will forfeit their right to have a loft.

n. **Pets**

Except for small fish and turtles, no pets of any kind are permitted in the residence halls at any time. An animal may be removed from a student's room without notification.

o. **Private Rooms**

A limited number of rooms are available each year. First priority for private rooms is given to students with special needs. Any remaining private rooms will be allocated on a first request basis. An additional fee per term ($235) is charged for a private room if one is requested and assigned. If a student occupies a private room for less than a full term, the fee will be prorated.

A student will not be charged for a single room if he or she is assigned to one without having requested it. The college reserves the right to consolidate those students who are in single rooms and who are not paying the private room fee.

p. **Quiet Hours**

Residence hall living requires that students be considerate of others and reasonably quiet at all times. Observance of quiet hours in the

residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. Campus quiet hours are to be observed Sunday through Thursday from 11 p.m. to 7 a.m. Freshmen are to observe additional quiet hours Sunday through Thursday 7 p.m. to 10 p.m. Members of any residence hall floor may extend their quiet hours through a majority vote of the residents.

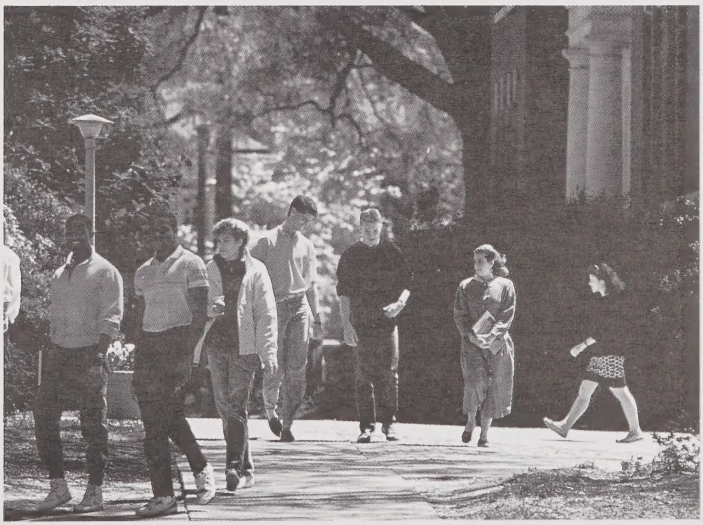
During quiet hours, radios, stereos, and televisions must be turned off or played softly with the door closed. At other times, radios, televisions, and stereo equipment are permitted provided they are not used in such a way as to disturb others. Room windows and doors should be closed when such equipment is being used. Repeated loud use of this equipment may result in a requirement that the equipment be removed from campus.

Areas with 24-hours quiet hours have been established on certain floors in the residence halls. Residents and visitors should respect the intentions of these halls.

During Reading Day and the exam period, 24-hour quiet hours are in effect throughout all residence halls.

q. **Right of Entry**

Staff members have the right of access to student rooms in the performance of their duties, including general inspections. Staff members who need to enter a room during the performance of their



duties will knock and identify themselves. If there is no resopnse, or if the door is not opened, a pass key will be used and the room will be entered. Contraband items (those prohibited by law or the college) in clear view may be confiscated by the staff member and used as evidence in a disciplinary proceeding. Whenever possible, students will be notified in advance; however, there may be entries without notice. A student's request for repairs automatically constitutes authorization for entry.

A search may be conducted by an authorized staff member if there is probable cause to believe that a violation of federal, state, or local laws or college policy has occurred or is taking place. Reasonable efforts will be made to have the individual present when the room is being searched. A member of the Student Development staff will be present during any search. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

r. **Room and Roommate Changes**

If space is available, students will be allowed to change rooms and roommates after the first three weeks of the semester. Room change request forms are available through the Resident Coordinator. All room and roommate changes must be approved by the Resident Coordinator before any change can occur. Unauthorized room changes will result in a $25 fine.

s. **Room Damages and Student Responsibilities**

Students are responsible for the rooms to which they are assigned. All furniture in the room must be accounted for on the Room Condition Report. Students wishing to remove furniture must contact their R.C.

Damages to walls, floor, furniture, etc. will be noted on a Room Condition Report. A final check for damages will be made by the Student Development and Maintenance staffs. The cost for damages will be charged to the student's general account. Students who damage common areas of a residence hall also will be charged accordingly.

With the exception of nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper, or adhesives.

Water beds are not permitted.

Daily room care and cleaning are the responsibility of each student. Rooms should be kept in an orderly condition at all times. Students leaving a dirty room at the end of the year or when withdrawing from school are charged a cleaning fee of $25.

Students are responsible for their rooms and what takes place in them. Students will be held responsible for permitting the violation of college policies to take place or allowing unauthorized items to be kept in their rooms.

t. **Room Keys**

Upon arrival at Queens, each student is issued an individual key to his or her residence hall room. If a student loses the key, he or she may request a replacement key through the Resident Coordinator. The cost for a replacement key is $25. Similarly, any student failing to return the key upon check-out will automatically be charged $25. If a student loses the key and his or her Queens identification, the room will have to be rekeyed at the cost of $50.

Queens College keys are for use by students only and are not to be duplicated under any circumstances.

u. **Storage**

Because of possible fire hazards, personal belongings may not be stored in the hallways of the residence halls.

Luggage and extra clothing can be stored in storage areas as long as space is available. All possessions must be clearly marked with name and room number. Students who need storage should contact their R.A.

It is the responsibility of each student to reclaim stored possessions. At the end of the academic year, unclaimed items become the possession of the college. The college assumes no responsibility for stored items or items left in the hallway.

v. **Sunbathing**

Sunbathing is permissable only in areas directly adjacent to the residence halls. All sunbathing apparel is restricted to these areas on the back campus.

w. **Telephones and Cable Television**

Telephone jacks and cablevision hook-ups are available in residence hall rooms. The college is not involved with these services; students must deal directly with the company providing the service.

These utility companies will bill only one individual for each room. Students assume full financial responsibility when they have telephones or cablevision connected in their names.

x. **Vacation Housing**

**Vacation Accommodations:** During Thanksgiving, Christmas, mid-semester vacations, and semester breaks, the residence halls are locked and students are requested to find accommodations elsewhere as room rent does not cover these periods. Similarly, the meal plan does not cover meals during official college vacation periods. All rooms will be inspected periodically during vacation breaks for damages and fire hazards.

**Access During Break:** A student may be permitted to remain in his/her room over breaks only by agreement with a coach or a sponsoring organization that validates that the student's presence is required for official college business *and* by permission in advance from the Director of Residence Life. The student accepts responsibility for all college rules and regulations and for his/her personal safety. If damage occurs over break, the sponsoring group will be held accountable, if the student refuses.

Any student authorized to stay during breaks will be charged $10 per night and may be required to move to another floor or building for the break.

y. **Visitation**

Visitors of the opposite sex are allowed in the residence halls on Friday and Saturday between the hours of 12 noon and 3:00 a.m., and Sunday through Thursday between 12 noon and 12:00 a.m. The Queens student who is acting as the host or hostess must sign in all visitors (including family members) on the sheet located on the desk in the residence hall lobby. Guests must be accompanied by a Queens student at all times.

Visitation hours may vary in the senior residence hall. Signs posted in the residence hall will list the hours.

# ACADEMIC PROGRAM

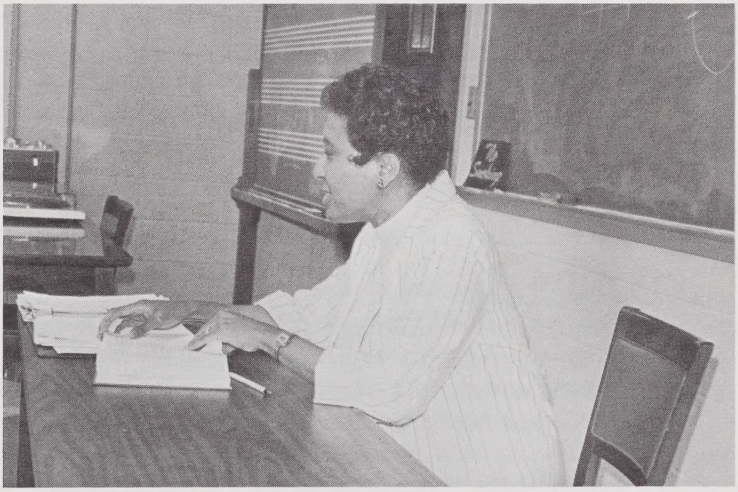
## A. ACADEMIC PROCEDURES

### 1. Academic Advising

Every degree candidate at Queens is assigned a faculty advisor. Advisors are usually assigned according to the student's academic interest and may be changed as a student's plans solidify or interests change.

Prior to registration for each term, students meet individually with their faculty advisors to discuss course offerings, to plan internships and/or honors projects, and to arrange course schedules.

There is a Coordinator of Student Academic Development (201C Burwell Hall) who serves on the staff of the Vice President for Academic Affairs. The coordinator is available to meet with students at any time in order to answer questions about their academic work.



### 2. Academic Honors

When a student has been named to the Dean's List or has won some other academic honor, the Vice President for Academic Affairs notifies the student and parents or guardians (hereafter referred to as parents) by letter.

3. **Academic Probation**

If a student earns a grade-point average (GPA) below the minimum specified for his or her class standing, he or she is placed on academic probation for the next semester. During this term, the student must meet specific academic stipulations in order to continue at Queens College.

If the probationary stipulations are not met, the student is ineligible to continue academic work at Queens. It is necessary, therefore, to have two consecutive terms of academic difficulty to be dismissed.

Stipulations for academic probation are described in the college catalog.

All cases of academic probation and academic ineligibility to return to Queens College are decisions of the Student Qualifications Committee. Such decisions are communicated by the Vice President for Academic Affairs who sends a letter to the student with a copy to the parents.

4. **Class Attendance Policy**

As a general policy, students are expected to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. It is the faculty member's right to lower a student's grade for excessive or unexcused absences.

It is a violation of the Honor Code for a student to be untruthful about class attendance.

The Office of Academic Affairs, the Office of Student Development, and the Student Health Center cannot officially excuse a student for a class absence. Those offices will, however, notify faculty members upon request when illness or grave circumstances beyond the student's control affects class attendance.

5. **Final Grades**

Final grades are sent out from the Registrar's Office to the students at their home addresses. Although the grades are not mailed directly to parents, it is anticipated that the information will be shared. If students would like their parents to receive a copy of their grades, they must submit a request in writing to the Registrar's Office.

### 6. Midterm Grade Warnings

When a student is having difficulty in a course (making a D or an F) at midterm, the instructor sends a midterm grade report to the Vice President for Academic Affairs. In turn, the Vice President sends a warning letter to the student with a copy to the parents. Students who are doing satisfactory work (C or better) at midterm are not sent grade reports.

It is important to note that midterm reports are merely warning signals and do not become part of a student's permanent record or in any way affect a student's academic standing. It is still quite possible for a student to improve his or her grade to a satisfactory level during the second half of the term.

### 7. Vacation Breaks

It is expected that students will make travel plans at break times which do not conflict with scheduled tests, exams, classes, labs, or assignments. Faculty members have been requested not to adjust course requirements to suit individual travel arrangements.

## B. ACCESS TO RECORDS

Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

### 1. Responsibilities of the College

It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make sure such information is available in accordance with federal and state laws and with existing college policies. Note: Such materials as grade sheets are considered by the college to be confidential. Work-study students may be exposed to such material, but are bound by the Honor Code to keep such information in strictest confidence. If a breach of confidentiality occurs, it is considered an honor violation and will be referred to the Campus Judicial Board for action.

### 2. Public Records

The following information concerning individual students is considered

Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This information may be released or published without the student's consent. However, students who do not wish this information, or any part of it, to be released or made public may inform the Registrar's Office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored in anonymous form without prior approval from the student.

3. **Confidential Records**

All personally identifiable materials on particular students that are used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, are considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are exposed to such material and release such information without permission, a breach of confidentiality has occurred. This is deemed an honor violation and will be referred to the Campus Judicial Board for action.

4. **Official Records**

Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.)

Official records are released only with the written permission of the student.

Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The

permanent academic record (transcript) will not be allowed outside the Registrar's Office.

The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Official records include materials on students relating to their status as students that are held by any office of the college and intended for the use of the college or available to parties outside the college.

A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

## C. ACADEMIC GRIEVANCES

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the factual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading.

1. A student should initiate the challenge process within six months after the end of the term (last day of exams) in which the disputed record entry occurs by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

2. If a satisfactory agreement is not reached, the student should consult with the chairman of the division in which the record dispute has occurred.

3. If a satisfactory agreement is still not reached, the student should consult the Vice President for Academic Affairs.

4. If no agreement is reached, the student should send a written request for a formal hearing to the Vice President for Academic Affairs who will convene a committee consisting of one administrator appointed by the Vice President for Academic Affairs, one faculty member appointed by the chairman of the Faculty Advisory Committee (FAC), and one student appointed by the Vice President for Academic Affairs to hear the complaint.

    a. The formal hearing shall be held within three calendar weeks of the date of the written request.

    b. The formal hearing shall allow full opportunity for the presentation of evidence relative to the matter in dispute.

    c. The hearing committee shall render a decision, in writing, within one week of the conclusion of the hearing.

    d. The decision of the committee is final.

# COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

## A. Banking Services

**Local Banks:** Queens College encourages its students to establish a local bank and checking account in order to establish local credit and to learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. NCNB, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts for students. All have numerous branches throughout Charlotte and the state of North Carolina — including branches within a few blocks of the campus.

**Student Bank:** Located on the first floor of Jernigan, the Student Bank is open for the students to cash checks, Monday through Friday, 11:30 a.m.-1:30 p.m., during the academic year. During summer school and when school is not in session, the bank is open on an abbreviated schedule each day. The bank is closed during college holidays.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students, not to exceed $200 per check. Larger checks may be cashed by giving a one-day notice to the cashier.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $15 returned check charge and will have their check-cashing privileges suspended for a minimum of one month's time and until the check is paid in full. The cashier reserves the right to refuse to cash any check.

Please note that students must present a valid Queens College I.D. when cashing a check at the Student Bank.

B. **Bookstore**

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are health and beauty supplies, posters, cards and stationery, snacks, beverages, and Queens t-shirts and sweatshirts.

C. **Career Development Center**

Career development at Queens is a four-year process. There is a central office for career planning (located in the Harris House) which provides comprehensive career counseling and employment assistance. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided.

**Internships:** The college has an extensive internship program and can suggest intern sites for almost every academic discipline. Prior to beginning a college sponsored internship, students must have an approved resume on file in the Center for Career Development and have satisfactorily completed an interviewing workshop. Students are also required to attend internship orientation seminars conducted by the career development staff.

**Part Time and Summer Jobs:** Many students hold part time and summer jobs in the Charlotte community. The Career Development Center maintains a current listing of job openings and serves as a clearinghouse for students seeking employment.

**On-Campus Recruitment:** Employment recruiters and counselors from graduate schools are invited to come on campus. Students are notified of recruiting opportunities, and interviews are arranged during on-campus visits. To be eligible to participate in these on-campus placement services students must have completed certain workshops, including, but not limited to, resume writing and interviewing skills.

**Graduate Schools:** As a part of its academic mission, Queens strongly encourages students to pursue additional educational opportunities and has established programs and a research library to provide Queens' many advanced degree candidates with information about specific graduate degrees, programs, and specialties.

D. **Computing Services Center**

The Computing Services Center is located in Room 14 of the Walker Science Building which also houses the VAX lab. The VAX lab has eight terminals

hooked up to DEC Micro VAX II which runs on VMS operating System. A student can have a VAX account set up on a walk-in basis during normal administrative office hours (8 a.m. - 5 p.m.; Mondays through Fridays).

The Dickson Microcomputer Center is located in Room 10 of the Walker Science Building and is open to students for academic and personal use during the academic year. The Dickson Center houses 20 personal computers and 10 printers including a letter quality printer. Each of these personal computers is equipped with a hard drive and have WordPerfect, Lotus and Dbase installed. Student lab monitors and staff are available to offer assistance and answer questions.

In addition there is a PC lab located in Room 314 in the Dana Building which is used for classes that require hands-on experience with personal computers. Personal computers and printers are also available to students in each of the residence halls and in the Media Center in Everett Library.

## E. Counseling Services

Queens has professional counselors on staff who are available to students for personal counseling. Their office is located in the Health Center and appointments may be made by calling 337-2220. All counseling services on campus are free and confidential.

Many other trained counselors are available on the Queens staff. Student Development staff members, including Resident Coordinators and student Resident Assistants, are trained for counseling and helping with referrals. Counseling support services at Queens and in Charlotte are listed in the Resource Directory in the appendix.

**Off-Campus Services:** Referrals to off-campus psychologists and psychiatrists may be made when necessary. The cost of all off-campus therapy is the responsibility of the individual student.

If a student demonstrates that he or she is potentially harmful to himself/herself or to others, steps will be taken to intervene and a decision will be made by a review committee of staff and administrators regarding continuation of enrollment.

## F. Emergency Loan Fund

A short-term emergency loan fund is available for distribution to students by the Office of Student Development, 203 Jernigan. These interest-free loans, which usually range between $25 and $150, are made to students who first have exhausted all other forms of financial assistance. A loan must be repaid three weeks before the end of the term, or the amount will be charged to the student's account. He or she will not be allowed to register for another term until the loan has been repaid.

## G. Financial Aid

Queens provides several types of financial aid through federal, state and private sources. Students who are interested in investigating sources of financial aid should make an appointment with the financial aid officer, 102 Burwell.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. Students must reapply for aid annually and must show continued satisfactory academic progress in order to continue to receive financial aid.

## H. Food Services

The Morrison Dining Hall is operated for the college by the Marriott Corporation. All meals are served cafeteria style except once a month when students dress up for the Wednesday evening meal which is served as a seated, family-style dinner. Sponsored by the College Union, the sitdown dinner is a time for programs of community interest and entertainment.

**Meal Plan:** All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in both the college catalog and the tuition/fees brochure prepared by the Business Office.

At registration each term, students select and pay for the plan they wish. The choice of meal plans can be made only at the beginning of a term.

**Special Dietary Needs:** Students who have special dietary needs are encouraged to meet individually with the Food Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

The Food Service Director actively seeks student suggestions and recommendations on the food service. There is a Food Committee, made up of students, which serves as the primary liaison between the student body and food service staff.

**Lion's Den:** The Lion's Den, located on the first floor of Jernigan, is a fast-food-styled eating and entertainment area where students can get something to eat if they are looking for a quick meal, a change from the Dining Hall, or an evening of entertainment. The College Union holds its film series in the Lion's Den, and other forms of entertainment such as bands and comedians are also scheduled there.

**Domino's Pizza Pizzazz:** Domino's Pizza Pizzazz, located in the Lion's Den, serves individual size Domino's Pizza. Queens is one of a few colleges of its size in the nation to have a Domino's pizza store on campus.

## I. Identification and Meal Cards

**Queens College:** Students are issued identification cards at their initial enrollment at Queens. The ID card, issued by Marriott, serves as a meal card and is a student's official college identification which should be carried at all times. The card should be presented upon request of any college official.

Loss of an ID card should be promptly reported. Replacement cards are issued for $15. Students not on a meal plan who need an ID are charged $3 for the initial card and all replacement cards.

Student identification cards and card access system cards are non-transferable. Misuse of any form of student identification will be subject to penalty.

**Other Identification:** Use of a false ID card will be regarded as a major Honor Code violation and will be referred to the Campus Judicial Board and

possibly the police. The legal sanction for use of a false ID is loss of one's drivers license for a minimum of one year.

## J. Insurance

The college requires accident insurance of each full time student, and the cost of the premium is included in the comprehensive fee.

A sickness insurance plan which covers specified visits to the physicians' offices, basic care through the medical clinic used by the college, and limited prescription drugs is available through the college. It is optional for United States citizens and required of international resident students. Information regarding this plan is mailed to each student by the college Business Office. It is the student's responsibility to know what services are covered and to file insurance claims.

College insurance provides protection for college property. It does not include the personal property of students or others. Students and their parents should review their insurance plans to be sure that coverage is extended to include personal belongings.

## K. International Experience Program Office

Located on the first floor of McEwen, the International Experience Program (IEP) office provides a variety of international services for students.

**Study Abroad:** In addition to overseeing the international experience portion of the Liberal Learning program, the IEP office houses information about other international educational opportunities, such as a year or semester abroad.

**International Students:** The IEP office aids international students with immigration forms, academic advising, and special opportunities in the Charlotte community. International students are invited to visit this office or the Office of Student Development for information or assistance.

## L. Library

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

An introduction to Everett Library will be provided for freshmen and transfers during Orientation Week, and library instruction sessions are included in many classes. In-depth library instruction is available for both classes and individuals upon request. For this service, contact the Public Services Librarian at extension 487.

**Library Hours:** Regular hours during the fall and spring term are Monday through Thursday 8 a.m. to 11 p.m., Friday 8 a.m. to 6 p.m., Saturday 10 a.m. to 6 p.m., and Sunday 2 p.m. to 11 p.m. Contact the library for "late-night" hours. Schedules for vacation periods, summer, and January term will be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

**Collections:** Everett Library houses a collection of more than 113,000 books and bound periodicals, approximately 600 current periodicals and newspapers, and over 3000 reels of microfilm. The library is also a selective depository for U.S. government documents. There are two photocopiers, three microform reader/printers, and several microfilm and microfiche readers. CD-ROM databases which index periodicals, newspapers, and business sources are available for student use.

**Check Out Materials:** Each student must sign a registration card in order to check out materials, and the person who checks out the materials is responsible for returning them to the library. Fines on overdue materials are $.25 per day, per item. Students can avoid fines by renewing their materials at the library.

**Reserve Materials:** Many professors place reading materials on reserve in Everett Library as a required assignment. In order to use reserve materials a student must leave his or her ID or driver's license at the desk. No reserved materials may leave the building.

**Interlibrary Loan (ILL):** Students may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. For more information contact the Public Services Librarian at extension 487.

**Study Rooms:** There are three group study rooms available in the basement of the library. These can be reserved for use.

**Computers:** The Computer Center has a PC lab in the basement of the library. For assistance in the lab, students must contact the Computer Center.

Smoking, food, and drink are not allowed in the building.

## M. Media Center

Located in the basement of Everett Library, the Media Center houses audio-visual equipment, production equipment, and the library's audio-visual materials, which must be viewed within the library.

## N. Medical Services

The Irwin-McKay Health Center is open daily 7 a.m. to 7 p.m., Monday through Thursday, and 7 a.m. to 3 p.m. on Fridays. A registered nurse is on staff to care for the routine medical needs of students, and a physician is on campus weekly to see students referred by the college nurse.

The college maintains a professional relationship with the Nalle Clinic. Physicians from the clinic supervise the campus health center and the nurses employed there. Physicians are available around-the-clock to assist in the triage and care of any students who require medical care.

NalleCare, an urgent care facility operated by the Nalle Clinic, is used to treat any patients during its scheduled hours (8:30 a.m. until 8:30 p.m., seven days per week) based on the recommendation of the medical supervisor or the physician on call. NalleCare is located a few blocks off campus and is in easy walking distance for students.

The campus is within a few miles of two major hospitals. Any student who requires hospitalization will be admitted to the service of the Nalle Clinic physician who supervises the campus health center or to the physician on call.

**On-Campus Services:** All full time students who pay the comprehensive fee receive service in the Health Center and are charged only for special supplies,

equipment or required lab work. Part time students, as well as faculty and staff who utilize the Health Center, will be charged on a fee-for-service basis.

Students are encouraged to make appointments whenever possible prior to visiting the Health Center. Students with appointments will be seen prior to those who walk in without an appointment, except in emergency situations.

Based on the nurse's evaluation of student's needs, the student may be:

- treated for routine medical care by the college nurse
- referred to the campus physician during his/her next on-campus hours
- referred to the campus physician for treatment in his/her private practice at Nalle Clinic
- referred to NalleCare
- referred to the hospital

**Off-Campus Services:** A student who needs specialized medical treatment will be referred to a local physician. The costs of treatments and prescriptions are the student's responsibility. Ordinarily parental consent will be sought before a student undertakes any major treatment. A Health Center nurse will help students make appointments with local physicians or dentists. Students must provide their own transportation to the doctor's office.

Hospital or emergency room charges are billed to the student at his/her college address. It is the student's responsibility to cover any off-campus medical charges and to file all insurance claims directly with the insurance company.

**Health Form:** All resident students must have a health form on file. All commuters who plan to use the health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

**Immunization:** North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester. Non-compliance requires dismissal from the college.

## O. Post Office

The Queens College Post Office is located on the first floor of the Stultz Building. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail.

All students are assigned a post office box. New students receive notification of their post office box number and combination in the fall and will retain the same number each year.

## P. Public Safety

Public safety officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Public Safety Department, located on the first floor of the Stultz Building, was established to maintain a safe environment for the college community through police, security, safety, and traffic services. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

**Escort Service:** Persons may call extension 306 or come by the Public Safety Department to request an escort either to or from the parking lots, residence halls, or academic buildings. This service is available 24 hours a day.

**Emergency Telephones:** Telephones are located in each of the parking areas on campus in the yellow boxes marked "phone." These should be used by persons who need to request assistance from the Public Safety Department.

## Q. Student Center

Blair Student Center is located behind Burwell Hall and is available to students 24 hours a day as a place to relax, unwind, or study. The center is equipped with a VCR and widescreen television, a stereo system, a pool table and a ping-pong table. Blair also houses a vending machine and microwave for students interested in a study break or snack.

Students gain access to Blair with their residence hall access card or assistance from the Public Safety Department.

# RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. Students are given the opportunity to develop or strengthen their own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in weekly campus chapel services.

Belk Chapel on the college campus is open to students at all times. There is a chaplain on the college staff and chapel services are held weekly and on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many of which actively seek participation by college students. Listed below are the closest places of worship for various denominations — many are located within walking distance of Queens.

**Baptist**
Myers Park Baptist
1900 Queens Road
334-7232

**Catholic**
St. Patrick's Cathedral
1621 Dilworth Road, East
334-2283

**Church of Christ**
Church of Christ
4900 Providence Road
364-0748

**Episcopal**
Christ Church
1412 Providence Road
333-0378

**Greek Orthodox**
Greek Orthodox Cathedral
600 East Boulevard
334-4771

**Jewish**
Temple Beth El
1727 Providence Road
366-1948

**Lutheran**
St. Mark's Lutheran
1001 Queens Road
375-9185

**Methodist**
Myers Park United Methodist
1020 Providence Road
376-8584

**Moravian**
Little Church on the Lane
528 Moravian Lane
333-4744

**Presbyterian**
Myers Park Presbyterian
2501 Oxford Place
376-3695

**Society of Friends (Quaker)**
Charlotte Friends Meeting
2327 Remount Road
399-8465/535-2625

# ATHLETICS

Queens College is a member of the NCAA Division II and offers intercollegiate competition in eight sports. Women's teams compete in volleyball, soccer, basketball, and tennis. The men compete in basketball, tennis, soccer, and golf.

All eight sports will have "try-outs," and anyone wanting to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens I.D.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight-lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Gymnasium for more information.

Club sport opportunities exist for groups of students interested in sports that are not offered on an intercollegiate level. Contact the athletic department for more information.

Ovens Athletic Center is the home of the Queens Royals teams. This building underwent extensive renovations in the summer of 1990. It includes a gym, dance studio, weight room, and swimming pool. In addition there are six tennis courts, three of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

**Physical Education Department Staff:**

Athletic Director and Men's Basketball Coach — Mr. Dale Layer
Women's Tennis Coach — Ms. Phyllis Pharr
Women's Volleyball Coach — Ms. Chrys Baker
Men's Tennis Coach — Mr. Charles Gordon
Men's and Women's Soccer Coach — Mr. Fred Norchi
Women's Basketball Coach — Ms. Cheryl Fielitz
Men's Golf Coach — Mr. Sims Reeves
Intramural Director — Mr. Byron Boudreaux

# STUDENT ACTIVITIES

Approximately once a month the college community pauses to celebrate an event or tradition. These are important occasions — many were handed down by generations of Queens students.

## A. ANNUAL EVENTS

**Welcome Back Party** — August 30
Queens begins each semester with a lively band party.

**Senior Recognition Convocation** — September 10
Each fall the college community gathers to honor the senior class. This is the first academic procession of the year and the speaker is chosen by the seniors.

**Octoberfest** — October 4-6
This is a tradition celebrated on the Queens campus with fun, food, and music!

**Parents' Weekend** — October 25-27
Parents, guardians and relatives of all Queens students are invited to visit the campus, to meet with faculty and staff members, and to enjoy autumn in North Carolina.

**Boar's Head Banquet** — December 3
In the English tradition of Queens College at Oxford University, a boar's head ceremony and banquet is held during the Christmas season.

**Yule Log Ceremony** — December 3
Queens borrows this celebration from the ancient British tradition to herald the Christmas season and wish for a year of good luck! It's an evening of seasonal

**Casino Party Weekend** — December 6-8
This weekend includes bands, holiday festivities, and a formal casino party in Morrison Dining Hall.

**Moravian Lovefeast and Christmas Tree Lighting** — December 8
The Religious Life Committee of Queens sponsors a Moravian "Feast of Love" each year as part of a North Carolina celebration of Christmas. Following the Lovefeast comes the lighting of the Queens Christmas Tree.

food, drink and carol singing.

**Welcome Back Party** — January 23
This is the official, fun beginning of Spring Term.

**Honors Convocation** — February 11
The Honors Convocation is held at the beginning of the Spring Term to recognize those students who earned academic honors the previous term.

**International Symposium** — April 2
This international event is held on campus for the Queens community and the public with well-known international and national guest speakers.

**Awards Convocation** — April 28
A special convocation is held in the spring to present awards to students for their outstanding contributions or achievements.

**May Day Weekend** — April 30 - May 3
May Day is celebrated each spring with a weekend of social activities. Class representatives are elected to the Court and Honor Guard, and a May Queen (senior) is announced at a morning presentation. The weekend is highlighted by a lawn concert and a formal dance.

**Baccalaureate** — May 15
This worship service for graduating seniors is held each year during the graduation weekend. Families and friends are invited to attend.

**Commencement** — May 16
Degrees are conferred in a ceremony which marks the climax of a student's college career.

## B. STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of student rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences." - from the *Student Government Association Constitution and By-Laws*, Article II.

**Senate** — Responsible for handling the legislative concerns and interests of the student body.

President — Jay McBride
Vice President — Kathryn Winsman
Treasurer — Joe Ficarrotta
Secretary — Bette Delk
Senior Class President — Connie Weber
Junior Class President — Christy Creekmore
Sophomore Class President — Jeanne Spruill
Freshman Class President — to be elected in the fall
Dormitory Senators — to be elected in the fall
EPCC Senator — to be appointed in the fall
Day Student Senator — to be elected in the fall
New Dimensions Senator — to be elected in the fall

**Honor Council** — Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge.

President — Staci Benson
Vice President — Anne Williams
Secretary — Tammy Hale
Senior Class Representative — Tovi Fitch
Junior Class Representatives — Karen Wojtowicz, Janet Wolf
Sophomore Class Representatives — Will Lee, Ralph Lehnert

**Campus Judicial Board** — Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge.

President — Carmen Helton
Vice President — Mary Sedgwick
Secretary — Lisa Rainey
Representative(s) from each residence hall — to be elected in the fall.

**College Union Board** — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities.

President — Leslie Owen
Vice President — Amy Tate
Secretary — Christa Jones
Treasurer — Amy Lim

**Committee Chairpersons:**

Cultural Events Committee — Tracy Smyrl
Film Committee — Scott Robards
Food Service Committee — Monica Thomas
Publicity Committee —Tovi Fitch
Recreation Committee — Mary Sedgwick
Religious Life Committee — Mary Beth Cole
Social Activities Committee — Michelle Maples
Special Events Committe — Dawn Carfagna, Toni Stone

**Publications Board** — Responsible for promoting professionalism and interest in student publications.

Arete (yearbook) — Adam Austin, Kenny Dadisman, editors
Current (newspaper) — Cara Smith, editor
Signet (literary magazine) — to be elected in the fall

Queens College is the publisher/owner of these media and as such has the final responsibility for their operation. Authority to manager these media is delegated to the editors and the advisors, and they are charged with ensuring that the media operate in accordance with the policies and standards of the college and the ethics of the journalistic profession.

**Faculty Committee Student Representatives** — Responsible for representing the interests and opinions of the student body on faculty committees.

Student Life — Sandra Lane, Lisa Wiley
EPCC — Travis Chapman, Tovi Fitch
SQC-U — Melissa Cliett, Leigh Ann Mull
Honors — Ken Cohen, Scott Handback
Awards — Martha Ann Spruill, to be selected in the fall
Athletics — Andre Peterson, Denise Hughes
Library — Vanessa Brunell, Travis Chapman
Teacher Ed — to be selected in the fall
Public Safety — Amy Mizelle (1st semester)
Leigh Ann Mull (2nd semester)

## C. CLUBS AND ORGANIZATIONS

The numerous academic clubs at Queens College play a vital role in further educating a student in his/her major. In addition to holding workshops and hosting speakers specialized in certain fields, these clubs can also serve as contacts for possible internships and career opportunities.

The following clubs and organizations are open to all members of Queens College and are recognized by the College:

Admissions Core — Jennifer Garner, president
Alumni Ambassadors — Scott Handback, president
Amnesty International — Tina Lindh, president
Art Club — Nicole Agee, president
Association of Nursing Students (QCANS) — Mary Moore, president
Baptist Student Union — Christa Jones, president
Communications Club — Connie Weber, president
Drama Club — Dr. Jane Hadley, advisor
English Club — Dr. Paul Newman, advisor
Fellowship of Christian Athletes — Beth Coil, Joanie Crowell, co-captains
International Club — Amy Lim, president
Justinian Society (pre-law) — Karen Wojtowicz, president
Music Therapy Club — Michelle Maples, president
National Association of Accountants — Monica Thomas, president
National Organization of Women (N.O.W.) — Larissa Bennett, president
North Carolina Student Legislature (NCSL) — Angela Rushton, president
O.A.S.I.S. — Valerie Elder, president
Queens College Chorale — Dr. James Glenn, advisor
Queens College Dancers — selections to be made in the fall
Queens College Gospel Choir — Vernette Bourroughs, president
Sailing Club — Eddy Velasco, president
Students for Black Awareness — David Patterson, president

## D. SORORITIES AND FRATERNITIES

There are four national sorority chapters on the Queens College campus and one national fraternity colonization. Greek (sorority and fraternity) activities are overseen by the InterGreek Council; the Interfraternity Council and Panhellenic Council formulate and administer rush rules. Order of Omega is the Greek honorary which recognizes leadership and service.

Alpha Delta Pi — Melissa Holloman, president
Chi Omega — Jennifer Garner, president
Kappa Delta — Margaret Wilson, president
Phi Mu — Melissa Black, president
Pi Kappa Phi — Derek Painter, president

InterGreek Council — Scott Handback, president
Interfraternity Council — Derek Painter, president
Panhellenic Council — Maria Trakas, president
Order of Omega — Kerrie Jackson, president

Greek organizations are responsible for upholding and enhancing the spirit of the college and adhering to all policies. Selection and governance of membership is the sole responsibility of each Greek organization.

## E. HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

**Sigma Upsilon** — Dr. Paul Newman, advisor
Sigma Upsilon is an honorary fraternity for writers founded in 1906. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based on creative literary ability, interest and active participation.

**Beta Beta Beta** — Nancy Breece, president
The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

**Delta Omicron** — Cindi Crenshaw, president
Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

**Janusian Order** — Anne Williams, president
Janusian Order (formerly Valkyrie) is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

**Mortar Board** — Staci Benson, president
Mortar Board is a national honor society. Ours, the 200th chapter, recognizes those students at Queens who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

**Phi Alpha Theta** — Dr. Mollie Davis, advisor
The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of

the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

**Queens College Honor Society of Nursing** — Dr. Carolyn Jones, advisor QCHSN recognizes students who have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates may be selected from students enrolled in the nursing program, nursing alumni of Queens College, and community nurse leaders who have a minimum of a baccalaureate degree.

## F. HONORS AND AWARDS

The college gives recognition to outstanding students by presenting themwith the following honors and/or awards:

**Dean's List** — Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incompletes in courses are not considered.

**Marshals** — The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events, which include academic processions.

**Who's Who Among Students in American Universities and Colleges** — Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future usefulness.

**Algernon Sydney Sullivan Awards** — Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year - one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for helpfulness to other men and

women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.

# August

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | New Students Arrive<br>Orientation Begins<br>24 |
| New Student Testing<br>25 | Orientation Continues<br>26 | Registration Upperclassmen Arrive<br>Orientation Continues<br>27 | Orientation Continues<br>28 | Classes Begin<br>29 | WELCOME BACK PARTY<br>30 | 31 |

# September

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | 2 | **New Student Orientation - College Hour** 3 | **Last Day to Drop/Add** Club Sign-Up Day Sitdown Dinner Volleyball vs. Wingate 6:30 pm 4 | 5 | 6 | 7 |
| 8 | Volleyball vs. Belmont Abbey 6:30 pm 9 | **Senior Recognition Convocation** 10 | 11 | 12 | Men's Soccer vs. Pfeiffer 4 pm 13 | 14 |
| 15 | Women's & Men's Soccer vs. Presbyterian 3 pm & 5 pm 16 | **New Student Orientation - College Hour** 17 | Men's Soccer vs. Central Wesleyan 4 pm 18 | 19 | Volleyball vs. Lenoir Rhyne 6:30 pm 20 | 21 |
| 22 | Volleyball vs. Salem/Lees Mcrae 6 pm 23 | **New Student Orientation - College Hour** 24 | Men's Soccer vs. Limestone TBA 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

# October

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|---|---|---|---|---|---|---|
| HEALTH AWARENESS MONTH | | HEALTH FAIR 1 | Sitdown Dinner 2 | 3 | 4 | OCTOBERFEST 5 |
| OCTOBERFEST Men's and Women's Soccer vs. Furman TBA 6 | 7 | 8 | Women's Soccer vs. Guilford 4 pm 9 | 10 | **Fall Break** 11 | 12 |
| ALCOHOL AWARENESS WEEK 13 | Board of Trustees 14 | Board of Trustees Men's Soccer vs. Hampton-Sydney 3 pm Volleyball vs. Erskine 6:30 pm 15 | **Midterm Grades Due** 16 | 17 | Volleyball vs. Elon 6:30 pm 18 | Volleyball vs. Gardner-Webb 3 pm Men's Soccer vs. USC-Aiken 2 pm 19 |
| 20 | 21 | Learning Society Art Buchwald 4 pm & 7 pm Women's & Men's Soccer vs. St. Andrew's TBA 22 | **Last Day to Withdraw** 23 | Volleyball vs. Wofford 6:30 pm 24 | Women's Soccer vs. Hollins 4 pm — PARENTS 25 | Men's Soccer vs. Pembroke St. 2 pm — WEEKEND — 26 |
| Women's Soccer vs. Lenoir Rhyne 2 pm 27 | **Academic Advisement thru 11/8** 28 | Women's Soccer vs. Greensboro 3 pm 29 | 30 | HALLOWEEN PARTY 31 | | |

# November

| | | | | | | |
|---|---|---|---|---|---|---|
| SAFETY MONTH | | | | | 1 | 2 |
| 3 | Men's Soccer vs. East Carolina 3 pm 4 | 5 | Sitdown Dinner 6 | 7 | **Academic Advisement Ends** 8 | 9 |
| — Admissions Open House — 10 | **Student Program Entry thru 11/15** 11 | 12 | 13 | 14 | **Student Program Entry Ends** 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | **Thanksgiving Break Begins, 5 pm Residence Halls Close, 5pm** 22 | 23 |
| 24 | Men's Basketball vs. Florida Tech 7:30 pm 25 | 26 | 27 | 28 | 29 | 30 |

# December

| | | | | | | |
|---|---|---|---|---|---|---|
| **Residence Halls Open, 9 am** 1 | **Classes Resume** Women's & Men's vs. Catawba 5:45 pm Men's Basketball vs. California at Pennsylvania 7:30 pm 2 | BOAR'S HEAD YULE LOG 3 | Women's Basketball vs. Belmont Abbey 7 pm 4 | Men's Basketball vs. J.C. Smith 7:30 pm 5 | SANTA'S TREE TRIM 6 | CASINO PARTY Christmas at Queens 7 |
| MORAVIAN LOVE FEAST TREE LIGHTING 8 | 9 | 10 | **Classes End** 11 | **Reading Day** MIDNIGHT BREAKFAST 12 | **Exams Begin** 13 | Men's Basketball vs. Averett 7:30 pm 14 |
| 15 | 16 | **Exams End** 17 | **Residence Halls Close, Noon** Women's Basketball vs. Wingate, 5:45 pm Men's Basketball vs. Wingate 7:30 pm 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

# January

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | 1 | Men's Basketball<br>vs. Marriott Classic<br>TBA<br>2 | — MARRIOTT CLASSIC —<br>3 | 4 |
| 5 | Women's Basketball<br>vs. Gardner Webb<br>7 pm<br>6 | 7 | 8 | Women's Basketball<br>vs. St. Leo<br>5:45 pm<br>Men's Basketball<br>vs. St. Leo<br>7:30 pm<br>9 | Women's Basketball<br>vs. USC - Aiken<br>7 pm<br>10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| **Residence Halls Open, 9 am**<br>19 | **Registration**<br>20 | Women's Basketball<br>vs. Wofford<br>7 pm<br>21 | **Classes Begin**<br>22 | WELCOME BACK PARTY<br>Women's Basketball<br>vs. Erskine<br>7 pm<br>23 | 24 | Women's Basketball<br>vs. Newberry<br>5:45 pm<br>Men's Basketball<br>vs. Wofford<br>7:30 pm<br>25 |
| 26 | **Evening Classes Begin**<br>Men's Basketball<br>vs. Erskine<br>7:30 pm<br>27 | **Last Day to Drop/Add**<br>28 | 29 | Women's Basketball<br>vs. Limestone<br>7 pm<br>30 | 31 | |

# February

| | | | | | | |
|---|---|---|---|---|---|---|
| BLACK HISTORY MONTH | | | | | | Men's Basketball vs. Newberry 7:30 pm 1 |
| 2 | 3 | 4 | Sitdown Dinner 5 | 6 | 7 | 8 |
| 9 | Learning Society Ross Perot 4 pm, Belk 7 pm, Dana 10 | **Honors Convocation** 11 | 12 | 13 | 14 | Women's Basketball vs. Longwood, 2 pm Men's Basketball vs. Methodist, 4 pm 15 |
| 16 | 17 | 18 | Women's Basketball vs. Lincoln 5:45 pm Men's Basketball vs. Lincoln 7:30 pm 19 | 20 | 21 | **Admissions Scholarship Open House** Men's Basketball vs. Florida Atlantic TBA 22 |
| 23 | Men's Basketball vs. Longwood 7:30 pm 24 | 25 | 26 | Presidential Scholars Interviews 27 | Presidential Scholars Interviews 28 | 29 |

# March

| | | | | | | |
|---|---|---|---|---|---|---|
| WOMEN'S HISTORY MONTH<br>1 | 2 | 3 | Sitdown Dinner<br>4 | 5 | 6 | 7 |
| 8 | 9 | 10 | **Midterm Grades Due**<br>11 | 12 | **Spring Break Begins, 5 pm**<br>**Residence Halls Close, 5 pm**<br>13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| **Residence Halls Open, 9 am**<br>22 | **Classes Resume**<br>**Academic Advisement thru 4/13**<br>23 | 24 | **Last Day to Withdraw**<br>25 | 26 | 27 | 28 |
| **Admissions Open House**<br>29 | **Admissions Open House**<br>30 | 31 | | | | |

# April

| | | | | | | |
|---|---|---|---|---|---|---|
| CAREER DEVELOPMENT MONTH | | | Sitdown Dinner 1 | INTERNATIONAL SYMPOSIUM 2 | **Academic Advisement Ends** 3 | 4 |
| 5 | **Student Program Entry thru 6/9** 6 | 7 | 8 | **Student Program Entry Ends** 9 | 10 | 11 |
| 12 | Board of Trustees 13 | Board of Trustees 14 | 15 | 16 | **Easter Holiday** 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | —HOMECOMING WEEKEND— 24 | 25 |
| 26 | 27 | **Awards Convocation** 28 | 29 | MAY DAY WEEKEND 30 | | |

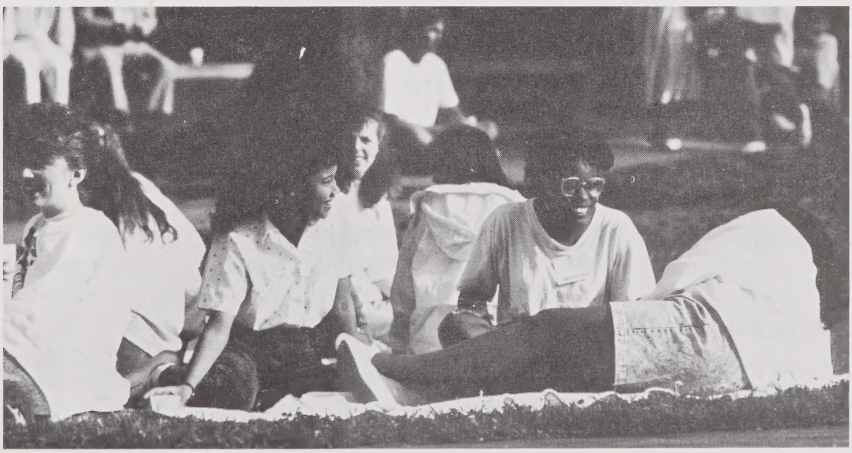
# May

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | MAY DAY WEEKEND 1 | MAY DAY WEEKEND 2 |
| MAY DAY WEEKEND 3 | 4 | 5 | **Classes End** 6 | **Reading Day** MIDNIGHT BREAKFAST 7 | **Exams Begin** 8 | 9 |
| 10 | 11 | **Exams End** 12 | 13 | 14 | **Baccalaureate 4 pm** 15 | **Graduation 10 am Residence Halls Close, 5 pm** 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

# 1991-92 COLLEGE OF ARTS & SCIENCES CALENDAR

| TERM I | 1991 |
|---|---|
| Saturday-Wednesday, August 24-28 | New Student Orientation And Testing |
| Tuesday, August 27 | Registration |
| | Upperclassmen Arrive (This Day ONLY) |
| Thursday, August 29 | Classes Begin |
| Friday, August 30 | Welcome Back Party |
| Wednesday, September 4 | Last Day to Drop/Add |
| | Club Sign-Up Day |
| Tuesday, September 10 | Senior Recognition Convocation |
| Friday-Sunday, October 4-6 | Octoberfest Weekend |
| Friday, October 11 | Fall Break: No classes |
| Wednesday, October 16 | Midterm Grades Due |
| Wednesday, October 23 | Last Day for Course Withdrawal |
| Friday-Sunday, October 25-27 | Parents' Weekend |
| Monday, October 28 - Friday, November 8 | Academic Advisement Term II and Interterm |
| Thursday, October 31 | Halloween Party |
| Sunday-Monday, November 10-11 | Admissions Open House |
| Monday-Friday, November 11-15 | Student Program Entry (SPE) for Term II and Interterm |
| Friday, November 22 | Thanksgiving Break Begins 5 p.m. |
| | Residence Halls Close at 5 p.m. |
| Sunday, December 1 | Residence Halls Open 9 a.m. |
| Monday, December 2 | Classes Resume |
| Tuesday, December 3 | Boar's Head Dinner |
| | Yule Log Ceremony |
| Friday, December 6 | Santa's Tree Trim |
| Saturday, December 7 | Casino Party |
| Sunday, December 8 | Lovefeast/Christmas Tree Lighting |
| Wednesday, December 11 | Classes End |
| Thursday, December 12 | Reading Day |
| | Midnight Breakfast |
| Friday, December 13 | Exams Begin |
| Tuesday, December 17 | Exams End |
| Wednesday, December 18 | Residence Halls Close at Noon |

| TERM II | 1992 |
|---|---|
| Sunday, January 19 | Residence Halls Open at 9 a.m. |
| Monday, January 20 | Registration |
| Wednesday, January 22 | Classes Begin |
| Tuesday, January 28 | Last Day to Drop/Add |
| Tuesday, February 11 | Honors Convocation |
| Friday-Saturday, February 21-22 | Admissions Scholarship Open House |
| Wednesday, March 11 | Midterm Grades Due |
| Friday, March 13 | Spring Break Begins |
| Monday, March 23 | Classes Resume |
| Monday, March 23 - Friday, April 3 | Academic Advisement for Summer Term And Term I |
| Wednesday, March 25 | Last Day for Course Withdrawal |
| Sunday-Monday, March 29-30 | Admissions Open House |
| Thursday, April 2 | International Symposium |
| Monday-Thursday, April 6-9 | Student Program Entry (SPE) |
| Friday, April 17 | Easter Holiday |
| Friday-Sunday, April 24-26 | Homecoming Weekend |
| Tuesday, April 28 | Awards Convocation |
| Thursday-Sunday, April 30 - May 3 | May Day Weekend |
| Wednesday, May 6 | Classes End |
| Thursday, May 7 | Reading Day |
| | Midnight Breakfast |
| Friday, May 8 | Exams Begin |
| Tuesday, May 12 | Exams End |
| Friday, May 15 | Baccalaureate 4 p.m. |
| Saturday, May 16 | **GRADUATION 10 a.m.** |
| | Residence Halls Close at 5 p.m. |



# CAMPUS RESOURCE DIRECTORY

In case of *any* emergency, please call Public Safety at 337-2306. If dialing from and to a 337 extension, you need only dial the last 3 digits, i.e. 306.

| Question... | Contact... | Located in... | Or Call... |
|---|---|---|---|
| Absences | Your instructor | | |
| Academic Advising | Your advisor<br>Ms. Saundra Johnson | Academic Affairs,<br>201C Burwell | 337-2508 |
| Academic Records | Ms. Saundra Johnson | Academic Affairs,<br>201C Burwell | 337-2508 |
| Address Change | Ms. Sally Huhn | Registrar's Office,<br>101 Burwell | 337-2211 |
| Admissions | Dr. Steve Cloniger | Admissions Office,<br>107 Burwell | 337-2212 |
| Adult Programs | Ms. Katie Wireman | Adult Admissions,<br>105 Burwell | 337-2392 |
| Advisors,<br>Assignment of | Ms. Saundra Johnson | Academic Affairs,<br>201C Burwell | 337-2508 |
| Alumni Activities | Ms. Adelaide Davis | Alumni Affairs,<br>208 Burwell | 337-2214 |
| Athletics | Mr. Dale Layer | Athletic Department,<br>Ovens Gymnasium | 337-2509 |
| Audio-Visual<br>Equipment | Mr. Irving Kirk | Media Center,<br>Everett Library | 337-2262 |
| Automobile | Public Safety Dispatch | Public Safety,<br>1st Fl Stultz Bldg. | 337-2306 |
| Banking Services | Ms. Camille McDowell | Business Office,<br>111 Jernigan | 337-2336 |
| Bills and Fees | Ms. Sandra Anderson | Business Office,<br>111 Jernigan | 337-2350 |

| | | | |
|---|---|---|---|
| Books and Supplies | Ms. M'Lou Greene | Bookstore, Morrison Lower Level | 337-2413 |
| Building Services | Your R.A.<br>Mr. Mike Barrier | Building Services, Tillet Bldg. | 337-2443 |
| Campus Activities | Ms. Jonette Harper | Student Development, 205 Jernigan | 337-2281 |
| Career Planning | Dr. Emory Mason | Career Development, 201 Harris House | 337-2337 |
| Chapel | Rev. Dr. Diane Mowrey | Chaplain Belk Chapel | 337-2291 |
| Check Cashing | Ms. Camille McDowell | Student Bank, 111 Jernigan | 337-2336 |
| Choral Organization | Dr. James Glenn | Music Department, 225 Fine Arts | 337-2341 |
| Class Scheduling | Your advisor | | |
| Clubs & Organizations | Ms. Jonette Harper | Student Development, 205 Jernigan | 337-2281 |
| Computing Services | Dr. Richard Ault | Computer Center, 10 Walker Science | 337-2303 |
| Counseling | | | |
| Alcohol | Mr. Will Hinson<br>Charlotte Council on Alcohol | Health Center<br>24-hour Helpline | 337-2220<br>376-7447 |
| Chemical Dependency | Mr. Will Hinson<br>Drug Education Center | Health Center<br>24-hour Helpline | 337-2220<br>375-3784 |
| Eating Disorders | Ms. Nancy Russell | Health Center | 337-2220 |
| General | Ms. Jane Patterson<br>Mr. Will Hinson<br>Student Development Staff | Health Center<br>203 Jernigan | 337-2220<br>337-2226 |
| Rape/Pregnancies | Ms. Jane Patterson<br>Rape Crisis Center<br>Planned Parenthood | Health Center<br>24-hour Helpline | 337-2220<br>375-9900<br>337-0841 |

| | | | |
|---|---|---|---|
| Development | Mr. Alan Lee | Development Office, 210 Burwell | 337-2321 |
| Disabled Students | Ms. Saundra Johnson | Academic Affairs, 201C Burwell | 337-2508 |
| Dropping/ Adding Courses | Ms. Kaye Noe | Registrar's Office, 101 Burwell | 337-2211 |
| **EMERGENCIES** | **Public Safety Dispatch** | **Public Safety, 1st Fl Stultz Bldg.** | **337-2306** |
| Employment | Dr. Emory Mason | Career Development, 201 Harris House | 337-2337 |
| Escort Services | Public Safety Dispatch | Public Safety, 1st Fl Stultz Bldg. | 337-2306 |
| Facilities, reservations | | | |
| Classrooms | Ms. Marcia Beck | Registrar's Office, 101 Burwell | 337-2211 |
| General | Ms. Sherri Wind | Special Events, 101A Harris House | 337-2249 |
| Financial Aid | Ms. Ellen Avers | Financial Aid Office, 102 Burwell | 337-2230 |
| Food Service | Ms. Marcia Bradley | Marriott, Morrison Dining Hall | 337-2409 |
| Fraternities | Ms. Gene Burton | Student Development, 203 Jernigan | 337-2227 |
| Grades | Ms. Kaye Noe | Registrar's Office, 101 Burwell | 337-2211 |
| Graduate School | See Adult Programs | | |
| Graduation Requirements | Ms. Marcia Beck | Registrar's Office, 101 Burwell | 337-2211 |
| Graduate/Professional Test Preparation | Ms. Nancy Goode | Continuing Education, 101 Harris House | 337-2243 |
| Guest Housing | Ms. Jonette Harper | Student Development, 205 Jernigan | 337-2281 |

| | | | |
|---|---|---|---|
| Handicapped Students | Ms. Saundra Johnson | Academic Affairs, 201C Burwell | 337-2508 |
| Health Center Services | Ms. Nancy Russell | Health Center | 337-2220 |
| Honor Code Violations | Appropriate Judicial Board Vice President Ms. Len Brinkley | Student Development, 204 Jernigan | 337-2226 |
| Housekeeping | Your R.A. Mr. Mike Barrier | Building Services, Tillet Bldg. | 337-2443 |
| Housing | Resident Coordinator Ms. Len Brinkley | Student Development 204 Jernigan | 337-2226 |
| I.D. Cards | Ms. Sheila Readling | Marriott, Morrison Dining Hall | 337-2409 |
| Insurance, medical | Ms. Nancy Russell | Health Center | 337-2220 |
| International Students | Dr. Bill Thompson | International Programs, 102 McEwen | 337-2533 |
| International Study Opportunities | Dr. Bill Thompson | International Programs, 102 McEwen | 337-2533 |
| Internships | Dr. Emory Mason | Career Development, 201 Harris House | 337-2337 |
| Intramural Sports | Mr. Byron Boudreaux | Athletic Department, Ovens Gymnasium | 337-2509 |
| Library Hours/ Information | Ms. Rosemary Arneson | Everett Library | 337-2401 |
| Loans (Emergency) | Ms. Gene Burton | Student Development, 203 Jernigan | 337-2226 |
| Lost & Found | Public Safety Dispatch | Public Safety, 1st Fl Stultz Bldg. | 337-2306 |
| Mail Services | Mr. Dave Peterson | Post Office, 1st Fl Stultz Bldg. | 337-2311 |
| Maintenance | Your R.A. Director | Physical Plant, Maintenance Bldg. | 337-2201 |

| | | | |
|---|---|---|---|
| Major, change of | Your advisor<br>Ms. Saundra Johnson | Academic Affairs,<br>201C Burwell | 337-2508 |
| Meal Plan/Card | Ms. Sheila Readling | Marriott, Morrison<br>Dining Hall | 337-2409 |
| Media Center | Mr. Irving Kirk | Everett Library | 337-2262 |
| Medical Assistance | Ms. Nancy Russell | Health Center | 337-2220 |
| Minority Programs/<br>Concerns | Ms. Gene Burton | Student Development,<br>203 Jernigan | 337-2227 |
| New College | See Adult Programs | | |
| New Dimensions | See Adult Programs | | |
| Parent Concerns | Ms. Gene Burton | Student Development,<br>203 Jernigan | 337-2226 |
| Parking | Public Safety Dispatch | Public Safety,<br>1st Fl Stultz Bldg. | 337-2306 |
| Registration | Ms. Marcia Beck | Registrar's Office,<br>101 Burwell | 337-2211 |
| Religious Life | Rev. Dr. Diane Mowrey | Chaplain<br>Belk Chapel | 337-2291 |
| Residence Life | Resident Coordinator<br>Ms. Len Brinkley | Student Development<br>204 Jernigan | 337-2226 |
| Roommate Problems | Resident Coordinator | | |
| Safety | Public Safety Dispatch | Public Safety,<br>1st Fl Stultz Bldg. | 337-2306 |
| Scholarships | Ms. Cynthia Rhodes | Financial Aid,<br>102 Burwell | 337-2225 |
| Sexual Harassment | Ms. Gene Burton | Student Development,<br>203 Jernigan | 337-2227 |
| Sororities | Ms. Gene Burton | Student Development,<br>203 Jernigan | 337-2227 |

| | | | |
|---|---|---|---|
| Student Government | Mr. Jay McBride | Student Government Association | |
| Study Skills | Ms. Saundra Johnson | Academic Affairs, 201C Burwell | 337-2508 |
| Summer School | Ms. Bonnie Stoffel | New College, 109 Dana Bldg. | 337-2327 |
| Switchboard | Receptionist | 204 Burwell | 337-2000 |
| Transcripts | Ms. Sally Huhn | Registrar's Office, 101 Burwell | 337-2211 |
| Transfer Credit | Ms. Marcia Beck | Registrar's Office, 101 Burwell | 337-2211 |
| Tutoring | Ms. Saundra Johnson | Academic Affairs, 201C Burwell | 337-2508 |
| Withdrawals | Ms. Kaye Noe | Registrar's Office, 101 Burwell | 337-2211 |
| Work/Study | Ms. Cynthia Rhodes | Financial Aid, 102 Burwell | 337-2225 |
| Writing Center | Ms. Deborah Campbell | Everett Library, Lower Level | 337-2535 |

# HOURS OF OPERATION

| | MON-THURS | FRI | SAT | SUN |
|---|---|---|---|---|
| **Administrative Offices** | 8:30am-5pm | 8:30am-5pm | | |
| **Bookstore** | 9:30am-6:15pm | 9:30am-4pm | | |
| **Career Development** | 8:30am-5pm | 8:30am-5pm | | |
| **Computing Services Center** | | | | |
| **Dickson PC Lab** | 8am-1am | 8am-5pm | 11am-5pm | 3pm-1am |
| **Library PC Lab** | 8am-11pm | 8am-6pm | 10am-6pm | 2pm-11pm |
| **VAX Lab** | 8am-1am | 8am-5pm | 11am-5pm | 3pm-1am |
| **Counseling Center** | Hours vary on demand. | | | |
| **Health Center** | 7am-7pm | 7am-3pm | | |
| **Library** | 8am-11pm | 8am-6pm | 10am-6pm | 2pm-11pm |
| **Lion's Den*** | 8am-8pm | 8am-2pm<br>8pm-11pm | | 8pm-11pm |
| **Media Center** | 8:30am-4:30pm | 8:30am-4:30pm | | |
| **Morrison Dining Hall** | | | | |
| **Breakfast** | 7:45am-9:30am | 7:45am-9:30am | 11am-1pm | 11am-1pm |
| **Lunch** | 11:30am-1:30pm | 11:30am-1:30pm | 11am-1pm | 11am-1pm |
| **Dinner** | 5pm-6:30pm | 5pm-5:30pm | 5pm-5:30pm | 5pm-5:30pm |
| **Ovens Athletic Center** | Gymnasium, pool, and weight room hours vary. Check postings at the Athletic Office. | | | |
| **Post Office Window** | 9am-10:30am<br>11am-12 noon<br>3pm-4:30pm | 9am-10:30am<br>11am-12 noon<br>3pm-4:30pm | | |
| **Student Bank** | 11:30am-1:30pm | 11:30pm-1:30pm | | |

*The Lion's Den facility is open 24 hours a day, seven days per week. Food service hours are listed above.

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QUEENS COLLEGE
CHARLOTTE

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